

TOWN OF HERNDON

Enriching the Quality of Life and Promoting a Sense of Community

P.O. Box 427

Herndon, VA 20172

ADDENDUM NO. 1



TO: All Bidders

SUBJECT: IFB 11-01

FOR: Custodial Services for Herndon Police Department

DATE: August 11, 2010

Clarifications for Custodial Services for Herndon Police Department

Q: How many bathroom stalls are their total?

A: 14 toilets, 5 Showers, and 4 Urinals

Q: Can you clarify number of people V. number of Hours?

A: Two people working Two 4 hour shifts for a total of 16 hours of cleaning per day. One of the persons must have supervisory and authoritative ability and must speak English fluently.

Q: Is there annual or semi-annual carpet cleaning?

A: Carpets are to be spot cleaned as needed; all other carpet cleaning will be contracted separately.

Q: Can you clarify the scope of work relating to stripping, sealing, and waxing?

A: All stripping, sealing, and waxing of floors will be scheduled with the building representative for dates, times and availability

Q: Can you break down the flooring distribution of materials?

A: Carpeted areas approximately 9776 sq ft, ceramic flooring 2814 sq ft, and matted flooring 1104 sq ft.

Q: How many employees in facility?

A: Approximately 40-60 people.

Q: Who is the current service provider?

A: Allied Cleaning Services.

Q: What is the cleaning hours?

A: The cleaning hours are two hours in the morning starting at 7 AM and returning for the remaining 6 hours in the evening at 5PM.

Q: Does the bid need to include the \$25,000 bond with it?

A: No

Q: Is the contract license requirement, required for janitorial services?

A: No

All other terms and conditions remain unchanged.

Diane Erway, CPPO, CPPB, VCO, VCCO
Purchasing Agent

This addendum is hereby acknowledged and will be considered as part of the original invitation for bid.

Signature

Date

Name of Firm